



PRE-CONSTRUCTION MEETING REQUEST (CIVIL IMPROVEMENTS)

Liberty Lake Planning & Building Services
22710 E. Country Vista Drive, Liberty Lake WA 99019
Phone: (509) 755-6707 Fax: (509) 755 6713
Website: www.libertylakewa.gov

PROJECT: _____

CONTACT INFORMATION

ENGINEER OF RECORD:

Name: _____ E-mail: _____
Mailing Address: _____ Phone: _____
City/State/Zip: _____ Fax Number: _____

ENGINEER'S PROJECT MANAGER:

Name: _____ E-mail: _____
Mailing Address: _____ Phone: _____
City/State/Zip: _____ Fax Number: _____

ENGINEER'S RESIDENT PROJECT REPRESENTATIVE:

Name: _____ E-mail: _____
Mailing Address: _____ Phone: _____
City/State/Zip: _____ Fax Number: _____

CONTRACTOR:

Name: _____ E-mail: _____
Mailing Address: _____ Phone: _____
City/State/Zip: _____ Fax Number: _____

CONTRACTOR'S RESIDENT SUPERINTENDANT:

Name: _____ E-mail: _____
Mailing Address: _____ Phone: _____
City/State/Zip: _____ Fax Number: _____

CONTRACTOR'S TRAFFIC CONTROL REPRESENTATIVE (24 HOUR PHONE)

Name: _____ E-mail: _____
Mailing Address: _____ Phone: _____
City/State/Zip: _____ Fax Number: _____

OWNER'S REPRESENTATIVE

Name: _____ E-mail: _____
Mailing Address: _____ Phone: _____
City/State/Zip: _____ Fax Number: _____

PROJECT INFORMATION

Project: _____

Project Description: _____

Site Address / Location: _____

Proposed Meeting Date & Time (1st choice): _____

Proposed Meeting Date & Time (2nd choice): _____

PLEASE SUPPLY THE FOLLOWING AT THE PRE-CONSTRUCTION MEETING:

- ☐ 2 Copies of the Approved Civil Construction Plans on 11x17
- ☐ List of Subcontractors
- ☐ Project Schedule

Complete and return this Pre-Construction Meeting Request to:

Liberty Lake Planning & Building Services - Attn: Amanda Tainio, Planning & Building Services Manager
Request can be emailed to atainio@libertylakewa.gov

**PRE-CONSTRUCTION MEETINGS ARE USUALLY SCHEDULED TO BE HELD WITHIN THREE WEEKS OF
RECEIVING THIS REQUEST - YOU WILL BE CONTACTED TO SCHEDULE THE MEETING DATE & TIME.**

MEETINGS WILL BE HELD AT CITY HALL

Signature: _____ Date: _____

Phone: _____ Email: _____

PLANNING & BUILDING SERVICES OFFICE USE

Pre-Construction Meeting Date & Time: _____

City Engineer Confirmed: _____ LLSWD Representative Confirmed: _____